

# Personal Professional Presentation – Dress Code

It is of utmost importance to present a professional atmosphere. Therefore it is important that employees dress **professionally**. The following Guidelines should be used at all times (even for staff that is “just hanging” around the facility). Note: Instructor and student dress is ALWAYS full white uniform for teaching birthday parties, show and tells and any other times when teaching or performing unless specifically stated otherwise.

## Personal Presentation:

- All Instructors Must Have Perfect Grooming, including
  - Properly shaved
  - Hair short or out of eyes
  - No earrings or body piercing at any time
  - Clean, no body odor
  - No exposed tattoos (except approved temporary ones we are promoting or some approved other school related art)

## Prime Time Working Attire: (see page 481 for Prime Time hours)

- Full White Uniform & Belt (Note: We may designate company wide times for ATA Extreme Uniform)
- Adult Uniform (Maroon KarateBuilt.com shirt and Black Pants – ‘nano’ or revgear ATA style only) In: Adult Class or if only teaching Personal Training
- Saturday: Full Uniform & Belt Or Current Life Skill T-Shirt, Belt, Dobok Pants (Never non-white-pants with t-shirt).
- Under White Dobok, women are required to wear t-shirts under uniforms and men are required NOT to wear any t-shirt.
- All white shoes are always required with Dobok.

## Non Prime Time Working Attire:

- Full Uniform & Belt
- Black Casual Pants (Dockers style or nicer) with correct Staff Polo, Black Shoes, Socks or Suit.
- Staff Polo tucked into uniform pants and belt

## Staff Meeting Attire:

- Dobok Pants, **Black** Life Skill T-Shirt or **Black** Staff Shirt & Belt

## External Level 1 Activities Working Attire:

- Same as Non-Prime Time Working Clothes
- Suit & Tie for Prospecting Schools / Businesses

## Attire Do-Nots (INCLUDING ENTERING THE SCHOOL OR NON-WORK TIME!):

Jeans	Torn or Dirty Clothes	Any exposed piercing or tattoos
Untucked Shirts	Uniform pants with no belt	Worn shoes
“Cargo” Pants	Baggy Pants	

\*All of the noted rules are also ATA Standard.

